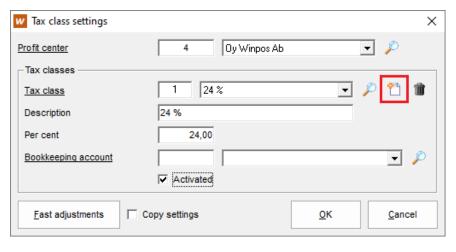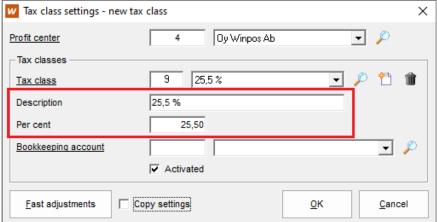## 1   WINPOS MEGASTORE

Inthese instructions, we tell you how the change to the VAT tax rate that comes into force on 1 September 2024 is carried out in the Winpos Megastore program.

2   ADD TAX CLASS

Open Backoffice and go to **Parameters – Tax classes.** Click the **New** icon and enter the correct information in the **Description** and **Per cent** fields. Make sure that the **Activated** check box is checked.

Note! If you have more than one profit center, select the **Copy settings** option and select the profit centers you want to copy the changes to. Then click **OK.**

3   CHANGE TAX CLASS FOR ARTICLES

You can now change the tax rate for all 24 % articles to 25,5 % at once. Select the 24 % tax class and press the **Fast adjustments** button. Select the 25,5 % tax class in the **Tax class** field and press **OK.**

Press **OK** one more time to close the Tax classes window. The tax class change is now done.

4   TAX INDEX

If you are using tax index instead of tax classes, create a new tax class as described above. Changes to tax index are made under **Parameters – Tax classes,** via the **Tax index-** button. You do not have this button in your program if you are not using tax index.

5   TEST

If you want to make sure that the changes were successful, you can perform a test sales transaction <u>on every POS terminal</u>. This is done in the Winpos REG cash register program.

Open the cash register program and select **Menu – Training mode.** Sell an article you made the VAT change for and check that the result is correct. When you are done, end the training mode by selecting **Menu – Training mode** again.

6   NOTE

If you do not make the changes in time, this cannot be corrected afterwards. The changes take effect from the moment they are carried out. In case of delay, you must inform your accountant about the incorrect sales transactions made due to the delay. The accountant makes any correction calculations. From Winpos' side, we are unable to deliver correct reports for such incorrect sales.